

**MINUTES OF MEETING  
FINANCIAL OVERSIGHT PANEL  
PROVISO TOWNSHIP HIGH SCHOOL DISTRICT NO. 209  
MARCH 30, 2009  
1:00 P.M.**

**CALL TO ORDER**

Chairman James Popernik called the meeting to order at 1:04 p.m.

**ROLL CALL**

Present:

James Popernik, Chairman  
James McEnroe, Member

Absent:

Craig Schilling, Member

Also present:

Debby Vespa, ISBE  
Renee Vilatte, ISBE  
Dr. Nettie Collins-Hart, District Superintendent  
Aethea Busby, Executive Assistant to the Superintendent  
Dr. Nikita Johnson, Assistant Superintendent of Business Services

**PUBLIC COMMENT**

No public comment.

**REPORTS**

The Superintendent, Dr. Nettie Collins-Hart, made her report to the Financial Oversight Panel (FOP). The local school board held its regular meeting on March 16, 2009. Chairman Popernik noted that an additional special meeting of the local board was held on March 18, 2009. Dr. Collins-Hart explained that the special meeting was needed to act on a disciplinary policy prior to several suspensions.

The Assistant Superintendent of Business Services, Dr. Nikita Johnson, reported that the district's audit would be delivered the next day and presented to the local board at its April meeting. She will provide a copy to the FOP.

**APPROVAL OF MINUTES**

A motion was made and seconded to approve the minutes of the February 25, 2009 Proviso 209 FOP meeting. All voted in favor and Chairman Popernik declared the motion passed.

**EXECUTIVE SESSION**

A motion was made and seconded to enter Executive Session for the purpose of discussing personnel in accordance with Section 2(c)(1), discussing collective negotiations in accordance with Section 2(c)(2), and discussing litigation in accordance with Section 2(c)(11) of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.) All voted in favor and Chairman Popernik declared the motion passed. Executive Session was entered at 1:10 p.m.

Open session was re-entered at 3:05 p.m.

#### **REVIEW OF STAFFING NEEDS**

Dr. Collins-Hart stated that the district administration was reviewing the district's overall staffing needs and aligning these with the enrollment projections. The review has not been completed at this time, but they plan to have it completed by the District Board meeting in April.

#### **REVIEW OF ADMINISTRATIVE CONTRACTS TEMPLATE; REVIEW OF BID FOR INSURANCE BROKERING AND AUDITING SERVICES; REVIEW OF LEGAL FEES; REVIEW OF TREASURER'S REPORT AND BANK RECONCILIATION REPORTS**

Information regarding these four items was not received by the FOP members until just before the meeting. The FOP will review, ask staff for clarification if necessary, and forward any suggestions with respect to these items by 3:00 p.m. on Wednesday, April 1, 2009. If no concerns are raised by the FOP members by that time, the requests for proposals may go out.

#### **REVIEW OF BUILDING RENTAL POLICY**

Staff reported that the policy was under revision and changes would be incorporated into the financial plan to be submitted to the FOP.

#### **ACTION ITEMS**

A motion was made and seconded to accept the Personnel Report as presented. All voted in favor and Chairman Popernik declared the motion passed.

A motion was made and seconded to accept the Bills Payable and February Payroll as presented. All voted in favor and Chairman Popernik declared the motion passed. Staff was complimented on its formatting of the information.

A motion was made and seconded to approve the Contract with Hemisphere Educational Travel for the Proviso East senior trip as presented. All voted in favor and Chairman Popernik declared the motion passed.

A motion was made and seconded to approve the local board Proclamation for Administrative Professional's Week and Day as presented. All voted in favor and Chairman Popernik declared the motion passed.

The next action item regarding Administrative Benefits through FY 2010 was tabled by the FOP. Staff will provide additional information at the next FOP meeting.

Approval of the revised Policy # 4:60 Purchase and Contracts – First Reading was denied by the FOP. The local board proposed increasing the dollar amount for contracts needing prior board approval from \$10,000 to \$25,000. The FOP commented that the policy should be left as is and if anything, made more restrictive with respect to internal controls for signatory authority.

Regarding the District 209 Financial Plan FY 2009 through FY 2012, the FOP reminded staff that more specifics were needed for the suggested \$2 million reduction in expenditures for FY 2010. Debby Vespa of ISBE added that the assumption page also needed detail. The financial plan is to be presented to the FOP at its next meeting on April 9, 2009 at 3:00 p.m. Further, the information in the financial plan will need to be worked into the district's FY '10 budget, possibly in draft form by the local board's regular May meeting.

#### **NEW BUSINESS**

Dr. Collins-Hart informed the FOP that the local board is interested in completing a self-evaluation in the next few months. There are four seats up for re-election on April 7, 2009 and nine candidates running for the offices. The local board will meet again on April 8, 2009 to approve its financial plan. The new board will be convened shortly thereafter.

Debby Vespa reported on the district's status as determined by ISBE's financial profile. The district remains in Financial Watch.

#### **ADJOURNMENT**

Member McEnroe moved and Chairman Popernik seconded to adjourn. Having all ayes, Chairman Popernik declared the meeting adjourned at 3:47 p.m.